

careerbuilder.com™
RESUME SAMPLE – COMBINATION 1

JOHN SMITH

123 Street • Chicago, IL 12345 • john@yahoo.com • (123) 456-7890

MBA Candidate with solid background in the financial services and banking industries with strong knowledge of strategy consulting.

SUMMARY OF QUALIFICATIONS

- Achieved sales goals and increased client transactions by identifying and cultivating new business relationships resulting in four promotions in less than two years.
 - Demonstrated success pinpointing client needs and uncovering potential problem areas through assessment and analysis.
 - Articulate and persuasive communicator at ease interacting with clients, team members and management.
 - Team-oriented professional eager and willing to lead and work collaboratively with colleagues to successfully achieve goals and expectations.
 - Traveled extensively to countries in North America, Europe, Asia and Africa.
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EDUCATION AND TRAINING

MASTER OF BUSINESS ADMINISTRATION

Expected December 200X

CONCENTRATIONS: ENTREPRENEURSHIP AND MARKETING MANAGEMENT

GRADUATE SCHOOL OF BUSINESS, UNIVERSITY

Chicago, IL

3.792 GPA

BACHELOR OF ARTS IN ECONOMICS AND BUSINESS

199X

COLLEGE

Chicago, IL

3.4 GPA • Honors Scholarship

SELECTED ACADEMIC PROJECTS

- Developed marketing plan for Children's Villages of Illinois to aid organization in gaining further insights into their business operations through conducting field interviews and meeting with CEO.
- Proposed business plan to launch Healthcare Provider Exchange software system to help combat nursing shortage.
- Participated in technological, operational, and financial case study of Wal-Mart supplier to analyze the benefits and costs of a small business implementing RFID.
- Performed market research analysis of bottled water industry through focus groups and surveys resulting in 11% of United States population discontinuing or decreasing bottled water purchases to support environmental and social programs.